

8 MAR 1968

A G E N D A

CSPS Special Meeting on Retirement

15 March 1968

1. Scheduling and controls for individual counseling
 - a. Flexibility in 5 year program (5 to 1); commencement depends upon decision between CS and individual - CS advises RCP Staff.
 - b. Annual questionnaire.
 - c. Retirement Reading Rooms
 - d. Information and assistance to anyone through Retirement Counselors who are the initial contact; direct assistance on outside placement will not be given without prior clearance with appropriate CS clearance.
2. Resume procedure and need therefore
 - a. Summary, draft resume, approved resume, and brief
 - b. "Green Book" - Outline, instructions and packets of pre-cleared job descriptions; packet + outline and instructions in every DDP component.
3. Dossiers
 - a. Contents - summary, letters, photos, training record, listing of references, memos for the record covering counseling sessions, Approved Resume.
 - b. Code for indexing; examples for quick reference on job opportunities.
 - c. Close out with six-month letter and return; transfer of Approved Resume and related info to Official Personnel Folder.

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4. Market research and establishment of channels
 - a. Progress on research; continuing search for techniques
 - b. Organization Control and Record Card
 - c. Leads and follow-up procedure
 - d. Use of advisory groups
 - e. Examples of channels planned and in process
5. Plans for information dissemination
 - a. Field Book Dispatch covering retirement information to stations and bases (one man posts eliminated)
 - b. Planned notice (repeat of 1965 FN plus other information)
 - c. Retirement Newsletter (Hqs and Field probably separate versions)
 - d. Retirement Information Pamphlet - unclassified
 - e. "Question and Answer Pamphlet" (Field ?)
 - f. Periodic notices
6. Seminars
 - a. March 1968 for those leaving in 1968
 - b. Repeat of annual seminar
 - c. Special seminars in preparation
 - d. Portfolios of kits and instructions regarding use by retirees
 - e. Handout of portfolios and letters of invitation.
 - f. Others invited including those present

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7. "Five Year Letters"

- a. Review coordination steps**
- b. Purposes of the rewrite**
- c. Personal delivery by Personnel Officer and return of comment sheet to RCP Staff with appropriate notations; if presented by another officer request Personnel Officer retrieve and send back comment sheet.**

8. Coordinated effort of RCP Staff and Personnel Officers

- a. Channel**
- b. Annual review of departees anticipated**
- c. Earliest notification of all cases less than five years from leaving.**
- d. Draft OPM on RCP Staff has gone to D/Pers; Retirement Counselors are the initial contact point for retirement referrals.**
- e. Resumes by 1968 and 1969 departees and summaries by 1970, 1971 and 1972 departees as soon as Clandestine Service packet of cleared job descriptions, outline and instructions are distributed to your offices.**

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